



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
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WASHINGTON, D.C. 20350-1000

7000.6  
FMO

AUG 24 2001

MEMORANDUM FOR DISTRIBUTION

Subj: NAVY TRAVEL CARD COMPONENT PROGRAM MANAGER CHANGE

Encl: 1) MOA between FMO, CNO and DON eBusiness Operations  
Office

I would like to inform you that performance of the Navy's Component Program Manager (CPM) function for the government travel card program has been transferred from the Assistant Secretary of the Navy (Financial Management and Comptroller), Office of Financial Operations (FMO) to the Department of the Navy (DON) eBusiness Operations Office. This change was effective 17 August 2001.

The DON formed the eBusiness operations office to be an enabler for implementing eBusiness solutions. The eBusiness Office's primary objectives are to be an eBusiness innovation center providing consultation services for emerging uses of commercial ebusiness solutions relevant to the Navy and Marine Corps and to centralize operational control of existing card and electronic transaction systems. The DoN eBusiness Operations Office is located in Mechanicsburg, VA. We believe that consolidating the card programs within the eBusiness Office will facilitate management and improve efficiencies of the travel card program.

Enclosure (1) contains the Memorandum of Agreement that documents the transfer of the CPM responsibilities from FMO and the Chief of Naval Operations (N41) to the DON eBusiness Operations office. Although the day-to-day operational program management responsibilities previously performed by FMO will be assumed by the eBusiness Operations Office, FMO and N41 will retain authority for travel card policy formulation and dissemination. Staff from the ebusiness Operations Office will begin working with major command travel card program coordinators and activity coordinators to assist with management of the travel card program.

Subj: NAVY TRAVEL CARD COMPONENT MANAGER CHANGE

For further information, please contact Mr. David McDermott, FMO, at (202) 685-6719 or LCDR Carolyn Pasternak, DON eBusiness Operations Office, at (717) 605-9384, email Carolyn\_M\_Pasternak@navsup.navy.mil. Additional information on the DoN eBusiness Operations Office can be found at [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil).



RONALD L. HAAS  
Director  
Office of Financial Operations

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MEMORANDUM OF AGREEMENT  
BETWEEN  
DEPARTMENT OF THE NAVY  
ASSISTANT SECRETARY OF THE NAVY  
(FINANCIAL MANAGEMENT & COMPTROLLER)  
OFFICE OF FINANCIAL OPERATIONS  
AND  
DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
SUPPLY, ORDNANCE AND LOGISTICS OPERATIONS DIVISION  
AND  
DEPARTMENT OF THE NAVY  
eBUSINESS OPERATIONS OFFICE

Subj: TRANSITION AND TRANSFER OF THE GOVERNMENT TRAVEL CHARGE  
CARD PROGRAM

Ref: (a) Charter for the Department of the Navy eBusiness  
Operations Office, 21 September 2000  
(b) Department of Defense Financial Management Regulation,  
Volume 9, Chapter 3, September 2000  
(c) GSA SmartPay Master Contract, Section CB -  
Requirements Specific to the Travel Card Program  
(d) Travel and Transportation Reform Act of 1998, Public  
Law 105-264, 19 October 1998

Encl: (1) Travel Card Program Future Organizational Roles and  
Responsibilities  
(2) Travel Card Program Transition Plan

1. **Purpose.** This Memorandum of Agreement (MOA) between the parties listed above sets forth the conditions and roles and responsibilities required for transfer of program management responsibilities for the Government Travel Charge Card (GTCC) Program from Assistant Secretary of the Navy (Financial Management & Comptroller), Office of Financial Operations (ASN (FM&C) FMO) and Office of the Chief of Naval Operations, Supply, Ordnance and Logistics Operations Division (CNO N41), to the Department of the Navy (DoN) eBusiness Operations office (DoN eBUSOPSOFF) effective 17 August 2001.

2. **Scope.** This MOA addresses the roles and responsibilities for future Travel Card activities throughout the Department of the Navy and assigns specific activities required prior to, during, and following transition/transfer of the program management responsibilities.

- To transition the Navy's GTCC Component Program Manager (CPM) responsibilities to the DON eBusiness Office.
  - To ensure continuity of service as provided by the CPM in the past to other travel card parties including major command Agency Program Coordinators (APCs), other APCs, other Department of Defense (DoD) Component Program Managers, the
- Enclosure (1)

card contractor, the Travel Card Program Management Office (TCPMO), and DoN cardholders.

- To ensure effective, ongoing management of the program.

3. **Background**. Reference (a) established the DoN eBUSOPSOFF to serve as a center of eBusiness innovation and to manage all DoN card programs and selected electronic transaction systems. Accordingly, to comply with the intent of reference (a), and recognizing the benefits of a dedicated, operational Program Management organization, GTCC program operations are transferring to the Department of Navy eBusiness Operations Office.

4. **Travel Card Roles and Responsibilities**. Effective 17 August 2001, Navy Travel Card program management responsibilities will transfer from ASN (FM&C) FMO, and CNO N41 to the DoN eBUSOPSOFF. Travel Card Program leadership roles and responsibilities will ultimately be realigned to or remain with the organizations as listed in enclosure (1). Succinctly, ASN (FM&C) FMO and CNQ N41 will retain authority for policy formulation and dissemination, while DoN eBUSOPSOFF will assume operational program management responsibilities previously performed by ASN (FM&C) FMO and CNO N41. Enclosure (2) delineates the transition actions and milestones required to accomplish successful program transition.

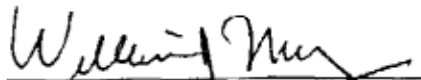
5. **Acknowledgement of Responsibilities**. The undersigned agree to and acknowledge the transfer of the responsibilities of the Navy GTCC CPM responsibilities as delineated in this MOA.

 17 AUG 01

Mr. Ronald Haas  
Director, Office of Financial Operations

 17 Aug 01

RDML Linda J. Bird, SC, USN  
Department of the Navy  
Office of the Chief of Naval Operations

 14 Aug 01

RDML William J. Maguire, SC, USN  
Deputy Commander  
Department of the Navy  
eBusiness Operations Office

**TRAVEL CARD**  
**FUTURE ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

**Office of Financial Operations**

- Establish DoN wide policies for the DoD Travel Card Program in compliance with the DoD FMR, Volume 9, Chapter 3.
- Continue to serve as liaison with other travel card program participants to establish and enforce program policies, including DFAS, Office of the Secretary of Defense (Comptroller), the card contractor and other Military Department CPMs.
- Designate in writing the Component Program Manager (CPM) and Identify to DFAS-HQ, Major Commands and the travel card contractor in compliance with the DOD FMR, Volume 9, Chapter 3.
- Monitor CBA command payment performance to ensure that obligations are posted and that corrections are made to suspended payments.
- Work with DFAS to reconcile expenditure transactions with obligations prior to payment, and minimizing "rework" in the form of corrections to expenditure transactions or cost transfers.
- The previous two functions will be evaluated for readiness to transfer to the DoN EBUSOPSOFF at the 90-day Program Review (November 2001).
- Conduct a joint Program Review with CNO N41 and the Department of Navy eBusiness Operations Office three months after transition (November 2001)

**Chief of Naval Operations (N41)**

- Review and approve or disapprove customer requests forwarded by the DoN eBUSOPSOFF for Command and Navy Passenger Transportation Office centrally billed travel accounts that may impact Commercial Travel Office contractual requirements and agreements through changes to CTO interaction or support.
- Review and provide concurrence or non-concurrence for proposed DoN eBUSOPSOFF business process or technology implementation improvements to centrally billed travel account processes that may impact commercial travel office contractual agreements.
- In the capacity as the CTO Contracting Officer's Representative (COR), act as the liaison between the DoN eBUSOPSOFF and the Commercial Travel Office to negotiate necessary changes to the CTO contract.
- Continue to perform as the COR for the CTO contract.
- Conduct a joint Program Review with the Office of Financial Operations and DoN eBusiness Operations Office three months after transition (November 2001).

## **DON eBusiness Operations Office**

- Manage the DoD Travel Card Program for the Navy in compliance with the DOD FMR, Volume 9, Chapter 3 and the Travel and Transportation Reform Act of 1998, Public Law 105-264.
- Administer the contract in compliance with the GSA SmartPay Master Contract, Section CB - Requirements Specific to the Travel Card Program.
- Maintain the Component's organization structure ("hierarchy") and notify the DFAS HQ/FMO and the card contractor of any changes in organization structure that affect the travel card program
- Perform as the Navy central point of contact for review and approval/disapproval of APC special requests.
- Monitor program responsibilities of the APCs to ensure proper execution and management of the program in compliance with the DoD FMR, Volume 9, Chapter 3.
- Inform the card contractor of any organizations (e.g., major commands, major subordinate commands, bases or installations) that lack connectivity to on-line services and thus require paper program management reports. Paper reports are rendered on an exception basis and require CPM/TCPMO approval.
- Review and approve or disapprove customer requests to increase travel card credit limits above the limits authorized for APCs as needed to accommodate mission requirements.
- Review and approve or disapprove customer requests for unit travel cards submitted by APCs. Written approval of the cognizant CPN is required for issuance of a unit travel card.
- Review and approve customer requests for Command and NAVPTO centrally billed travel accounts.
- Coordinate with CNO N41 for approval or disapproval of customer requests for Command and Navy Passenger Transportation Office centrally billed travel accounts that may impact Commercial Travel Office contractual requirements and agreements through changes to CTO interaction or support.
- Oversee the development, review, approval and distribution of the travel card program training materials in compliance with DoD FMR, Volume 9, Chapter 3.
- Distribute monthly reports to respective commands/activities and provide any additional information that may be beneficial to monitoring efforts.
- Represent the Navy as the Navy CPM in meetings with the card contractor, DFAS, and other CPMs.
- Provide to senior management information and/or reports on travel card program performance monthly and/or as requested.
- Assess and analyze current business process, program management and technology implementation methods.
- Develop process or technology reengineering improvements or solutions.
- Implement business process or technology improvements or solutions after coordination with ASN (FM&C) FMO and/or CNO N41 as appropriate.
- Review, analyze, develop and revise performance standards and metrics for the program.

- Provide guidance for conflicts, problems, or questions presented by the Navy customer community.
- Monitor Travel Card Program payment performance to maximize program effectiveness and efficiency, as well as control delinquencies. Update Senior Management on a monthly basis.
- Conduct a joint Program Review with the Office of Financial Operations and CNO N41 three months after transition (November 2001).

## **Travel Card Program Transition Plan**

Commercial Partner Staff in Place	1 June 2001
Travel Card APC Symposium	12–14 June 2001, San Diego, CA
EAGLS Training @ Bank of America	19–21 June 2001, Norfolk, VA
Travel Card IBA Off-site @ FMO	25–29 June 2001, Washington, DC
Travel Card CBA Off-site @ N41	16–20 July 2001, Washington, DC
Develop MOA w/FMO, N41	12 July–3 August 2001
Develop Travel Card CONOPS	2 July–3 August 2001
Sign MOA: N41, 00e, FMO	8 August 2001
GSA SmartPay Conference	14–16 August 2001, Miami, FL
Program Transition/Operational	16 August 2001

Enclosure (2)



Commercial Partner Staff In Place	1 June
Travel Card APC Symposium	12–14 June, San Diego, CA
EAGLS Training @ Bank of America	19–21 June, Norfolk, VA
Travel Card IBA Off-site @ FMO	25–29 June, Washington, DC
Travel Card CBA Off-site @ N41	16–20 July, Washington, DC
Develop MOA w/FMO, N41	12 July–3 August
Develop Travel Card CONOPS	2 July–3 August
Sign MOA: N41, 00e, Ms. Commons	8 August
GSA SmartPay Conference	14–16 Aug, Miami, FL
Program Transition/Operational	16 Aug